

**CITY OF CARLSBAD**  
**ENGINEERING DEPARTMENT**  
**SUBMITTAL CHECKLIST**  
**GRADING AND EROSION CONTROL PLAN SUBMITTAL**

Drawing No. \_\_\_\_\_  
Project No. \_\_\_\_\_ Project Name \_\_\_\_\_  
Project Engineer \_\_\_\_\_ Telephone \_\_\_\_\_  
Planchecker \_\_\_\_\_ Telephone \_\_\_\_\_

**A. THE FOLLOWING ITEMS MUST BE SUBMITTED FOR INITIAL PLANCHECK:**

**Project Engineer/Planchecker will mark items not required with N/A.**

- ☐ 1. Transmittal letter from Engineer of Work listing all items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Completed and signed Application (Distribution: Copy Planchecker, original to file).
- ☐ 3. a) Digital submittal of plans, b) Completed digital submittal checklist, c) Layer description  
(Distribution: Eng. P&P).  
*-see Engineering Standards for digital submittal requirements and checklist on City website ([www.ci.carlsbad.ca.us/cserv/engin](http://www.ci.carlsbad.ca.us/cserv/engin))*
- ☐ 4. Copy of environmental clearance or completed E.I.A. form, Part 1 (Distribution: Planning).
- ☐ 5. Six (6) sets of blueline prints of the grading and erosion control plans folded to 9" X 12"  
(Distribution: \_\_\_\_\_ Planchecker, \_\_\_\_\_ Planning, \_\_\_\_\_ Eng P&P, \_\_\_\_\_ File, \_\_\_\_\_ Other-specify).
- ☐ 6. Two (2) sets of bound Drainage Report (Distribution: 1 Planchecker, 1 File).
- ☐ 7. Two (2) sets of bound Soils Report (Distribution: 1 Planchecker, 1 File).
- ☐ 8. Two (2) copies of Earthwork Quantity Calculations (Distribution: 1 Planchecker, 1 File).
- ☐ 9. Two (2) copies of Engineer's Cost Estimate (for bonds) (Distribution: 1 Planchecker, 1 File).
- ☐ 10. Two (2) copies of Preliminary Title Report issued within 6 months of submittal (Distribution: 1 Planchecker, 1 File).
- ☐ 11. Three (3) copies of all project signed Conditions of Approval (if applicable) (Distribution: 1 Planchecker, 1 Planning, 1 File).
- ☐ 12. Two (2) blueline print of approved Site Plan or Tentative Map signed by Project Planner and Engineer  
(if applicable) (Distribution: 1 Planchecker, 1 Planning).
- ☐ 13. Two (2) copy of Coastal Development Permit Conditions if issued by California Coastal District  
(Distribution: 1 Planchecker, 1 Planning).
- ☐ 14. Grading Plancheck fee (see fee schedule).
- ☐ 15. Concurrent submittal (as applicable): Final/Parcel map, Improvement Plans, Easement Documents,  
Temporary Construction Easement for Off-Site Grading.
- ☐ 16. Two (2) sets of Stormwater Pollution Prevention Plan (SWPPP) for projects of one (1) acre or  
greater or if conditioned with project (Distribution: 1 Planchecker, 1 File).
- ☐ 17. Two (2) sets of Storm Water Management Plan (SWMP); Required if project is defined as a priority project  
per SUSMP or if conditioned with project. (Distribution: 1 Planchecker, 1 File).
- ☐ 18. SWPPP/SWMP review fee, if applicable (see fee schedule).
- ☐ 19. Other \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**NOTE: INCOMPLETE SUBMITTALS MAY BE RETURNED UNCHECKED.**

**SUBMITTAL COMPLETE: CHECKED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SEE REVERSE SIDE**

# CITY OF CARLSBAD SUBMITTAL CHECKLIST GRADING AND EROSION CONTROL PLAN

City Project No. \_\_\_\_\_ City Project Name \_\_\_\_\_  
City Drawing No. \_\_\_\_\_ City Project Engineer \_\_\_\_\_

**B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL:**

**Project Engineer/Planchecker will mark items not required with N/A.**

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist (Distribution: Planchecker).
- ☐ 3. \_\_\_\_ sets of blueines of the corrected grading and erosion control plans folded to 9" X 12" (Distribution: \_\_\_\_ Planchecker, \_\_\_\_ Planning, \_\_\_\_ Eng P&P, \_\_\_\_ File, \_\_\_\_ Other-specify).
- ☐ 4. Two (2) sets of bound Drainage Report corrected as necessary, sealed and signed by the Engineer of Work (Distribution: 1 Planchecker, 1 File).
- ☐ 5. Two (2) sets of bound Soils Report corrected as necessary, sealed and signed by the Soils Engineer (Distribution: 1 Planchecker, 1 File).
- ☐ 6. Two (2) sets Engineer's Cost Estimate corrected as necessary sealed and signed by the Engineer of Work (Distribution: 1 Planchecker, 1 File).
- ☐ 7. Two (2) sets of Earthwork Quantity Calculations corrected as necessary, sealed and signed by the Engineer of Work (Distribution: 1 Planchecker, 1 File).
- ☐ 8. All previous checkprints of plans, reports, calculations and estimates (Distribution: Planchecker).
- ☐ 9. Concurrent resubmittal (as applicable): Final/Parcel Map, Improvement Plans, Easement documents corrected as necessary when such Map, plans and documents are required.
- ☐ 10. Two (2) sets of corrected Stormwater Pollution Prevention Plan (SWPPP) (Distribution: 1 Planchecker, 1 File).
- ☐ 11. Comments and re-submittal for other departments: Planning\_\_\_\_, Traffic\_\_\_\_, Parks\_\_\_\_, Fire\_\_\_\_, Eng P&P\_\_\_\_, Water Op.\_\_\_\_, Other\_\_\_\_.
- ☐ 12. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**C. THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY APPROVAL:**

**Project Engineer/Planchecker will mark items not required with N/A.**

- ☐ 1. Transmittal letter from the Engineer of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist (Distribution: Planchecker).
- ☐ 3. Digital copy of plans (Distribution: Eng. GIS).
- ☐ 4. All previous checkprints of plans, reports, calculations and estimates (Distribution: Planchecker).
- ☐ 5. \_\_\_\_ sets of the corrected blueines of the grading and erosion control plan folded to 9" X 12" (Distribution: \_\_\_\_ Planchecker, \_\_\_\_ Eng P&P, \_\_\_\_ File, \_\_\_\_ Other - specify).
- ☐ 6. One (1) copy of Conditions of Approval (Distribution: Engineering Inspection).
- ☐ 7. Two (2) copies Stormwater Pollution Prevention Plan (SWPPP) and/or Storm Water Management Plan (SWMP) (Distribution: 1 Engineering Inspection, 1 File ).
- ☐ 8. Original mylars or photo mylars of the plans sealed and signed by the Engineer of Work and other required signatures (Distribution: Planchecker).
- ☐ 9. Proof of approval of securities and agreements, and verification of payment of balance of fees (Distribution: Planchecker).
- ☐ 10. Approvals from other departments: Planning\_\_\_\_, Traffic\_\_\_\_, Parks\_\_\_\_, Fire\_\_\_\_, Eng P&P\_\_\_\_, Water Op.\_\_\_\_, Other\_\_\_\_.
- ☐ 11. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_